

Governor's Office for Children, Youth and Families

Job Description

POSITION: Program Administrator, Program Development Assistance and Training

LOCATION: Governor's Division for Community and Youth Development,
Governor's Commission on Service and Volunteerism

REPORTS TO: Bob Shogren, Director
Governor's Commission on Service and Volunteerism

SALARY: \$32,000 - \$40,000

ORGANIZATIONAL PURPOSE AND BACKGROUND

The Program Development Assistance and Training Program Administrator works as part of a team in the Governor's Office for Children, Youth and Families (GOCYF). The GOCYF keeps Arizona families safe, strong and prosperous by providing resources, promoting citizen engagement, and leading innovative projects to strengthen and empower families and communities. The GOCYF distributes approximately \$20 million a year in grant funds to communities and programs statewide. Through the Divisions for Children, Women, Substance Abuse Policy, Community and Youth Development, School Readiness, Community Relations and Finance issues addressed include safety, civic engagement, economic stability, health, lifelong learning and responsive government.

The Governor's Division for Community and Youth Development (GDCYD) manages and distributes funding and works to support issues around national service, service learning, volunteerism, positive youth development, mentoring, out-of-school time, and youth workforce development throughout Arizona.

The Governor's Commission on Service and Volunteerism serves a vital role in coordinating programs and initiatives to support one of Arizona's greatest resources – volunteers. Through the Commission's work, more Arizonan's have affordable housing, after school programs for their children, quality ways to involve their communities, and opportunities to be recognized for their contribution of service.

The Governor's Commission on Service and Volunteerism provides leadership in administering Arizona's AmeriCorps*State programs, the Governor's Volunteer Service Awards, the Arizona Civil Rights Project, the Governor's Mentoring Initiative and promotes volunteer engagement in National/State Days of Service. In addition, the Commission provides on-going capacity building for community based organizations through providing training and technical assistance, including sponsoring Arizona's Annual National and Community Service Conference.

DESCRIPTION OF DUTIES

The Program Administrator for PDAT provides support for the AmeriCorps*State Programs funded through the Corporation for National and Community Service (CNCS) and approved by the Governor's Commission on Service and Volunteerism. The Program Administrator for PDAT provides training/technical assistance and administrative support for AmeriCorps*State Programs, for other Arizona-based national service programs and works to increase the inclusion of people with disabilities in Arizona national service programs.

The Program Development Assistance and Training Program Administrator also supports the work of the Governor's Commission on Service and Volunteerism and the Governor's Division for Community and Youth Development to expand and advance service and volunteerism in Arizona. This position works in both the state government and public setting, and requires initiative, discretion and independent judgment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Program Development Assistance & Training (PDAT)

In consultation with the Commission Director and the AmeriCorps Program Administrator, assumes primary responsibility for coordinating and providing effective training, technical assistance and other support for the Arizona AmeriCorps*State Programs including:

- Assesses program training needs for inclusion in the annual PDAT plan.
- Develops and facilitates the implementation of the annual PDAT plan and budget in accordance with Corporation for National and Community Service (CNCS) guidance.
- Provides eGrants and WBSR technical assistance to AmeriCorps programs.
- Conducts cross-stream service planning.
- Works in a support capacity with the AmeriCorps Program Administrator to provide risk-based assessment, training and technical assistance.
- Works collaboratively with the AmeriCorps Program and Financial Administrators to plan, execute, and implement quarterly trainings for AmeriCorps program directors.
- Provides technical assistance and information to programs that aids in their development and efficacy.
- Prepares PDAT Grant Closeout package for CNCS.
- Maintains all training/program development related policies.
- Acts as liaison to national training providers and CNCS Office of Leadership Development and training staff.
- Serves as lead staff and project coordinator for the Arizona LeaderCorps program, a leadership training and development program for representative members of Arizona AmeriCorps programs.
- Assumes role of project coordinator for the Annual National and Community Service Conference. In collaboration with staff and Arizona LeaderCorps members, coordinates all aspects of the conference, including event marketing, registration, opening and closing ceremonies, workshops, service projects and social activities.

Commission on Service & Volunteerism

- Serves in a support capacity to the Commission Director and the Commission, which includes staffing Commission committees, coordinating committee meetings, drafting committee meeting notes and making presentations at Commission meetings.
- Assumes role as project coordinator for the Governor's Volunteer Service Awards. In collaboration with staff and the Commission, coordinates all aspects of awards, including marketing, nominations, award selection process, and the awards ceremony.

Disability Placement and Recruitment Contract

- Develops and facilitates the implementation of the annual Disability plan and budget in accordance with CNCS guidance.
- Serves as the lead staff for the Arizona National Service Inclusion Work Team.
- Coordinates all reasonable accommodation assistance requests.
- Works with disabilities contractor in providing information and technical assistance to AmeriCorps programs on issues regarding disability placement and accessibility.
- Prepares Disability Grant Closeout package for CNCS.
- Maintains all accessibility or disability placement related policies.

SKILLS AND ABILITIES

- Prepares and writes routine reports, internal memoranda and external correspondence; screens incoming calls and correspondence and responds independently to and/or forwards inquiries to appropriate staff as required.
- Whenever necessary, serves as recorder of meetings and prepares minutes, agendas and meeting packages in a timely manner and greets scheduled visitors.
- Develops a sense of community while respecting and responding appropriately to the strengths and needs of staff.

- Dedication to working closely and cooperatively with diverse staff, commissions, committees, subgrantees, AmeriCorps members, students, families and in other partnerships.
- Sense of humor, high ethical standards, high professional standards, and multi-cultural perspective.
- Flexible and adaptable to change with the necessary skills to work in a creative and demanding learning environment including the ability to problem-solve and manage ambiguity and adversity.
- Ability to work in an open, fast-paced environment under high pressure and deadlines.
- Shows initiative in sharing ideas with other staff members and incorporates ideas from them into job responsibilities.

WORK REQUIREMENTS/QUALIFICATIONS

- Bachelor's (BA or BS) degree or equivalent required; two years experience in an administrative professional capacity or project coordination.
- Ability to pass state and federal criminal background checks.
- Ability to work independently with minimal supervision and to organize and prioritize work assignments.
- Knowledge of principles and practices of training and technical assistance.
- Ability to express oneself clearly and accurately, both orally and in writing.
- Ability to problem-solve in a complex bureaucratic environment.
- Ability to read, analyze, and interpret governmental documents, financial reports, and legal documents.
- Ability to effectively present information to commissions, top management and/or public groups.
- Strong computer experience including Microsoft Word, Excel and PowerPoint and ability to acquire new technology skills as necessary.

Please submit resume to:

Bob Shogren
 Director, Governor's Commission on Service and Volunteerism
 Governor's Office for Children, Youth and Families
 1700 W. Washington, Suite 101
 Phoenix, Arizona 85007
 Phone: (602) 364-2248
bshogren@az.gov